



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

18

**2. Council Meeting Date:**

April 24, 2014

**TO: MAYOR & COUNCIL**

**THROUGH: CITY MANAGER**

**3. Date Prepared:** April 10, 2014

**4. Requesting Department:**  
Transportation & Development

**5. SUBJECT:** Agreement Amendment for Civil Plan Review and City Planning Services

**6. RECOMMENDATION:** Approval of Amendment No. 1 to Professional Services Agreement, Project No. 3359, with W.C. Scoutten, Inc., for Civil Plan Review and City Planning Services, in an amount not to exceed \$54,800, for total contract amount not to exceed \$79,800.

**7. BACKGROUND/DISCUSSION:** The Civil Plan Review Group within the Transportation & Development Department is responsible for reviewing all engineering design plans, plats, and requests for minor land divisions for private development projects and design plans for City funded capital projects.

Recent staff vacancies have created a short-term workload issue within the group. Senate Bill 1598, which was passed by the State legislature, mandates that permit reviews be completed within a fixed period of time or the City may risk having to refund fees for reviews that exceed published deadlines. In addition, we strive to maintain a high level of customer service where private development projects with tight deadlines are reviewed in half the normal time frame.

The contract was initially executed in the amount of \$25,000 to ensure that we could maintain current service levels. The additional funding being requested will allow us to continue to serve our customers until at least one vacancy is filled within the work group.

**8. EVALUATION PROCESS:** Interviews and consultations were conducted with various engineering firms. This consultant was selected based upon the criteria of having staff with the technical ability and experience providing plan review services for other cities within the Phoenix Metro area. The selection process was conducted in accordance with established City policy and procedures for professional services. The initial contract award was made to W.C. Scoutten, Inc., for a one year period, March 15, 2014, through March 14, 2015, with options to renew for four additional one-year periods, for an amount not to exceed \$25,000. Because the amount was below the City Council approval limit, the City Manager designee signed and approved the agreement. Due to the continuing need for civil plan review on a full-time basis until the end of July 2014, or until a staff vacancy is filled, an increase in the contract amount of \$54,800, to a total amount of \$79,800 now requires City Council approval.

**9. FINANCIAL IMPLICATIONS:**

Cost:

Original Contract	\$25,000.00
Amendment No. 1	\$54,800.00
Revised Contract Amount	\$79,800.00

Fund Source:

<u>Acct. No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
101.3010.5219	General	None	No	\$54,800.00

**10. PROPOSED MOTION:** Move City Council approve Amendment No. 1 to Professional Services Agreement, Project No. 3359 with W.C. Scoutten, Inc., for Civil Plan Review and City Planning Services, in an amount not to exceed \$79,800.

**ATTACHMENT:** Amendment No. 1

APPROVALS

11. Requesting Department



Daniel W. Cook, Transportation Manager/  
Interim City Engineer

12. Department Head



R.J. Zeder, Transportation & Development Director

13. Procurement Officer



Kristy Garcia, CPPB

14. City Manager



Rich Dlugas

AMENDMENT NUMBER ONE  
TO AGREEMENT BETWEEN THE CITY OF CHANDLER  
AND  
W.C. SCOUTTEN, INC.  
FOR CIVIL PLAN REVIEW AND CITY PLANNING SERVICES  
PROJECT NO. 3359

This Amendment No. One to that certain Agreement between the City of Chandler (CITY) and W.C. Scoutten, Inc. (CONSULTANT) for Civil Plan Review and City Planning Services dated March 5, 2014 is entered into this \_\_\_ day of \_\_\_\_\_, 2014.

WHEREAS, a one year AGREEMENT with four (4) additional one year renewal options was awarded to W.C. Scoutten, Inc. for Civil Plan Review and City Planning Services.

NOW THEREFORE, the parties agree as follows:

1. Section 4, Fee Schedule of the AGREEMENT is hereby amended, For the services described in Exhibit B of original Agreement, CITY shall pay CONSULTANT a fee not to exceed the sum of Seventy Nine Thousand Eight Hundred dollars (\$79,800.00) in accordance with Exhibit C - Fee Schedule of original Agreement.
2. All other terms and conditions of the above referenced Agreement shall remain unchanged and in full force and effect. All terms and conditions in the original Agreement and Amendment One not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_ day of \_\_\_\_\_, 2014.

CITY OF CHANDLER:

By: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

*Cynthia Haglin for*  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

CONSULTANT:

By: *W.C. Scoutten*  
Title: *President*

ATTEST: (If corporation)

*Soni V. Cipollone*  
Secretary